



# OLYMPIAN Academy of Cosmetology

## manicuring COURSE OUTLINE

SOC: 39-5092 / CIP: 12.0410



**DESCRIPTION:** The primary purpose of the Manicuring Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level positions as a Nail Technician or related career avenue. Students will also be prepared to enter the Nail Spa and related career market with skills in spa and luxury services.



**OBJECTIVES:** Upon completion of the course requirements, the determined graduate will be able to;

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic manipulative skills required for manicuring, pedicuring, and various methods of nail extensions.
5. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development as a Nail Technician, Manicurist or related position.



**FORMAT:** The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related learning methods are used in the course.



**REFERENCES:** Students follow Milady's Art and Science of Nail Technology. A comprehensive library of references, periodicals, books, texts, and audio/video tapes are available to support the course of study and supplement the students' training. Students should avail themselves of the opportunity to use these extensive materials.

**GRADING PROCEDURES:** Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical



assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and set forth in the Practical Skills Evaluation Criteria. Students must maintain a theory grade average of 75% and complete all written and practical requirements including the final written and practical examination with passing score prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

91 - 100  
**Excellent**

81 - 90  
**Above Average**

75 - 80  
**Satisfactory**

below 75  
**Unsatisfactory**



**600 TOTAL HOURS**  
**SUBJECT/UNIT**

75	<b>THEORY - CLASSROOM INSTRUCTION</b> Limited to Orientation, Career Information, State Laws and Regulations, Professional Image, First Aid, Chemistry, Electricity, Job Seeking and Professional Ethics  The following subjects include related Theory, Anatomy, Physiology, Preparation, Skill Procedures, Practices, Products, Tools, Materials, Equipment, and Implements Use and Safety, Hair Analysis, Client Consultation, Record- keeping and Safety.	300	<b>MANICURING, PEDICURING</b> Structure, Growth and Regeneration, Disorders of the Nail and Diseases of the Nail, related theory; anatomy; physiology; preparation, procedures and practice; products, materials and implements; theory of massage; advanced nail techniques; client consultation and recommendations; and client record keeping and safety
75	<b>STERILIZATION, SANITATION, BACTERIOLOGY</b> Related theory and safety; preparation, procedures and practice; products, materials and implements; public sanitation; methods of sanitation and sterilization; chemical agents; types and classifications of bacteria; bacterial growth; and infections	50	<b>SALON BUSINESS, RETAIL SALES</b> related theory; opening a salon and business plan; written agreements; regulations and laws; salon operation, policies, practices, personnel, compensation, payroll deduction use of telephone, advertising, retail and salesmanship, client communications, public relations, insurance; and salon safety
20	<b>ANATOMY OF THE ARM AND HAND</b> Major Bones, Muscles, Nerves and Functions, Skin, Functions, Structure, Appendages, Conditions and Lesions.	80	<b>MISCELLANEOUS</b> To be assigned by the Instructor to strengthen student performance. May include supervised field trips and related training.

The above hour requirement must be met by each student in each category in order for the earned hours to be accepted by the state licensing board for examination. The portion of creative preference hours is to be applied as needed in curriculum related areas or if a student desires to specialize in a specific area.